

**BROWN COUNTY HEALTH & HUMAN SERVICES**

111 N. Jefferson Street  
P.O. Box 1090  
Green Bay, WI 54305-2188

Phone (920) 448-6460 Fax (920) 448-6465



Enclosed you will find an application for the **2020 – 2021 Wisconsin Home Energy Assistance Program** season. In order to determine if your household is eligible for a one-time heat and/or electric benefit, you must complete and return this application **on/before 5/15/2021**.

Use the checklist below to ensure the application is complete **PRIOR** to submitting.  
**Incomplete applications and/or missing verifications will delay the processing of the application.**

✓	<b><u>MUST BE COMPLETED PRIOR TO APPLICATION SUBMISSION</u></b>
	<b>Answer all 22 questions completely.</b> Also complete the additional questions on page 6 and 8. Be sure to indicate which fuel is used for your water heater/hot water (check the sticker on your water heater if you are unsure or ask you landlord).
	Report <b><u>ALL</u></b> sources of income for the <u>month prior to your application month</u> for each individual in the home. Example: If your application is submitted in October – you will need to report all household income received in the month of September.
	<b>** IMPORTANT ** Question #22 – Energy Usage</b> Provide the <b>primary heat source</b> for the home. The primary heat source is the fuel which runs the furnace which heats the home. If you are unsure, check with your landlord. Provide the <b>Electric</b> (Non Heating) information for the home. If your <u>primary heat source is not electric</u> , use this area to report your home's electric use.  Provide the name and account number for each energy provider (heat and electric).
	Submit proof of <b><u>all</u></b> sources of <b>GROSS</b> income (before taxes). Be sure to submit copies. <b><u>ORIGINALS WILL NOT BE RETURNED.</u></b> See reverse of this page for the most common sources of income and acceptable proof (not an all-inclusive list).
	<b>Review the Certification page (page 7). Sign and date the certification page.</b>

Once you have completed and gathered the required verifications, use the envelope provided to submit your completed and signed application along with the required verifications.

The State of Wisconsin Department of Administration will send you an award letter referencing the benefit amount applied to your respective account(s).

**Due to delayed Federal budgeting approval, you may not receive notification about your application until November at the earliest.** The State of Wisconsin Department of Administration and Brown County Health & Human Services appreciate your patience.

## What Needs To Be Verified

- Not an all-inclusive list -

- **Social Security numbers** for **everyone** in the household.
- **Wisconsin Public Service or WE Energies account number.**
- If your heat is **propane** or **fuel oil**, you must request a **printout from your fuel supplier** OR **provide receipts of all costs from the last 12 months.**
- If your **heat and/or electricity** are **included in your rent**, you must provide a copy of your **lease** OR **rental agreement** verifying this.
- **Verification of all income** for **all household members** including, but not limited to:
  - **Wages** – Copies of **paystubs** OR a **printout from each employer** showing **GROSS** income for **EACH** check date in the **previous month** for each household member.
  - **Child Support** – If anyone in the household received child support from another state or directly from the absent parent, you will need to provide verification of the gross amount and the date of each payment received in the **previous month.**
  - **Self-Employment or cash work** – copy of **most recent tax form 1040 and supporting schedules for the business(es).** The most common tax schedules are Schedule C, Schedule F, Schedule E, Schedule 1120S and Schedule K-1. If taxes have not been filed, the agency will provide a form to be completed.
  - **Rental income** – copy of both tax form 1040 and Schedule E **required.**
  - **Seasonal Workers** – Must provide 12 months income verification for wages and unemployment. Copies of the **most recent W2's and 1099** are acceptable.
  - **Social Security, Veteran's Benefit, Railroad Retirement, etc.** – Gross monthly amount must be verified with a copy of an **award letter, 1099 OR a written statement from the source of the payment.** A bank statement **CANNOT** be accepted for these types of income.
  - **SSI** – the gross monthly amounts of **both State and Federal SSI** must be verified with a copy of an **award letter or bank statement.**
  - **Pensions, Annuities, IRA's, Interest, Dividends, Royalties** – **Gross dollar amounts** must be verified **covering a 12 month period** with a copy of the **most recent tax form 1040, 1099 OR a written statement from the source of the payment.**

If other verifications are needed OR if you do not submit all of the required items with your application, you will be issued an incomplete notification so you know what we still need to complete the processing of your application.